



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	LICENSED VOCATIONAL NURSE
3	Posting Number	PN# 103370
4	Department	Health & Human Services Department
5	Division	Communicable Disease
6	Section	Immunization Bureau
7	Reporting Location	8000 N. Stadium Drive
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES**
Performs basic nursing responsibilities and assists with related health clinic, hospital, home or mobile unit duties under the supervision of a Registered Nurse.

- CORE FUNCTIONS**
- Interviews clients, obtains pertinent health and documents history. Obtains accurate measurement, assists with examinations.
 - Administers and issues medication using the five R's.
 - Performs inventory on vaccine and other medications monthly as needed; maintains adequate supply of biologicals, supplies and maintains accurate tally of vaccines administered.
 - Performs record reviews and other quality improvement activities.
 - Performs follow-up on clients and documents action taken.

10 **WORKING CONDITIONS**
The position routinely requires lifting of moderately heavy items, such as typewriters or record boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
One (1) year of nursing experience is required.

13 **MINIMUM LICENSE REQUIREMENTS**
Must have a current vocational nursing license from the State of Texas.

14 **PREFERENCES** None

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** **GENERAL FUNDED POSITION**
Factors used in determining the salary offered includes the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range - Pay Grade 12
\$1,047- \$1,252 Biweekly \$25,137 - \$30,065 Annually

18 **OPENING DATE** March 9, 2005

19 **CLOSING DATE** OPEN UNTIL FILLED

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer